

Planning Form for Group Gatherings (over 50 people)

"Due to the inherently unstructured and socially-focused nature of certain gatherings — such as wedding reception dances, and live music concerts — such events cannot be conducted with appropriate physical distancing and pose a condition of public health importance. As a result, such events should be limited to 50 people or fewer. Events greater than 50 people may be held only if the inherent nature of the event allows structured interaction with a structured physical layout, identified seating arrangements that maximize social distancing and controls for entrances and exits. Such as at a school graduations or religious service, at which social distancing is achievable and can be maintained throughout the event.

If you are planning an event with more than 50 people, it is required to submit a plan following the current Phase 2 guidance; including implementing adequate social distancing to the Madison County Public Health Department for approval prior to the event. In certain circumstances, it may take up to 10 business days for plan review.

Additional guidance for event planning during Phase 2 of reopening can be found here: <http://madisoncountymt.gov/230/Public-Health>

** You may also complete this form via our online portal at:
<https://app.smartsheet.com/b/form/2b156a363e2e4fcea251128bf4be3cc1>*

Contact Information

Name of Event Organizer

Email

Phone Number

Type of Event

Event Name

Date of Event

Event Location

Expected Number of Attendees

Ticketing

Are attendees required to have a ticket to enter?

☐

Yes

☐

No

Entry & Exit

What is your plan for allowing social distancing while entering or exiting the facility/event?*

Consider or utilize the following ideas to avoid congested or "bottleneck" areas:

- Implement staggered entering and exiting of the facility; have markings on floors at 6 feet spacing; use specific entering times for each attendee or household group.
- State the time frame individuals are encouraged to enter on their reservation/ticket; at the end of an event, dismiss people by category (e.g section, row, last name, etc.).

Social Distancing During Event

What is your plan for allowing physical distancing during the event?

Consider or utilize the following ideas:

- Limit access to events to ticketed event goers only; Implement limited ticket sales.
- Limit event sizes to allow for social distancing.
- Require reserved/assigned seating; Do not allow for general standing areas; Require that each person correlates with a seat, ideally reserved/assigned.
- Encourage event goers to sit with household members; If possible, provide spacing between different groups (e.g. offer seating options in groups of 2, 4, 5, etc. with empty chairs or spaces between the groups at 6 feet apart).
- Consider offering more events with less event goers (e.g. three smaller concerts instead of one large concert).
- Continue to offer virtual events or event streaming.

Food & Beverage

Will your event be providing food or beverage services?

☐

Yes

☐

No

Are you a licensed retail food establishment?

☐

Yes

☐

No

Is this a private event?

☐

Yes

☐

No

If your event will have food or drink, use the space below to provide a plan to provide social distancing while providing these services. Please note that Governor Bullock's directive currently prohibits self-serve buffet and bar services.

- If you are a licensed retail food establishment, continue to follow state and local regulation in addition to your social distancing plan.
- You may be required to obtain a temporary event food permit.
- Have dedicated staff/volunteers to serve.

Restrooms

What is your plan to avoid restroom congestion?

Please describe your plan below to avoid crowding in these areas.

Consider or utilize the following options:

- Bring in additional restrooms such as port-a-potties.
- Provide markings on the ground for social distancing for patrons waiting in line.
- Place signage on restrooms requesting limited numbers of people in stalled restrooms at all times.

Cleaning

Please describe your plan for cleaning of the facility.

Consider the following: who is cleaning, how often is cleaning occurring, how are you ensuring that the cleaning occurs?

Examples:

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms etc. frequently.
- Ensure cleaning products are available for members or have staff ready to clean before and after events.
- Clean high touch surfaces after every use.
- If available, use disposable gloves to clean surfaces.

Hand Hygiene

Please check all of the following places you plan to offer hand washing or hand sanitizing for attendees.

- ☐ Entry of facility
- ☐ Restrooms
- ☐ Any area where food is served
- ☐ Common spaces

Will you be considering the use of face cloth coverings for staff or attendees?

- ☐ Yes ☐ No

May we share your plan as an example?

- ☐ Yes ☐ No
-

Ways to Submit Your Plan

Online Portal Entry:

<https://app.smartsheet.com/b/form/2b156a363e2e4fcea251128bf4be3cc1>

Email: mcphd@madisoncountymt.gov

Fax: (406) 843-5231

Mailing address:

Madison County Department of Public Health
PO Box 278
Virginia City, MT 59755

Physical address:

7 Placer Loop
Virginia City, MT 59755
(next to the Sheriff's Department)

* Please attach any pertinent additional information about your event to this document.

* Each application is reviewed on a case-by-case basis. You will receive a response within 10 business days.

